



www.aging.ca.gov

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING

OPEN EXAMINATION

AGING PROGRAMS ANALYST II

POSITION DESCRIPTION

Under general direction or independently in a team-based environment, the Aging Programs Analyst II (APA II) has the important responsibility for planning, development, and implementation of programs to improve the lives of older persons and disabled adults in California. The APA II provides program and budget/fiscal review and evaluation in an assigned geographic area and develops policy and regulations in cooperation with stakeholders.

Positions exist with the California Department of Aging in Sacramento, CA only.

SALARY RANGE

\$3993 - \$4993

CONTINUOUS TESTING INFORMATION

The California Department of Aging, Human Resources Section is accepting applications on a continuous basis and will notify and test applicants as needed. Candidates may only test once every 12 months.

FILING INSTRUCTIONS

All applicants must submit an Examination Application, STD 678 to CDA. The Examination Application, STD 678 is available at the local office of the California Department of Aging, the State Personnel Board, and on the Internet at www.spb.ca.gov/jobsrd/cfm, and must be filed in person or by mail with:

California Department of Aging
Human Resources Section
Attention: Ann Erickson
1600 K Street
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

PERSONS WITH DISABILITIES

If you need special testing arrangements and wish to participate in one of our testing services, programs, or activities, and require a specific accommodation, please complete box 2 and/or box 3 on page 1 of the "Examination Application" (STD 678). You will be contacted to make specific arrangements. If necessary, candidates may use the California Relay Service access number, TDD: 1-800-735-2929.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**ELIGIBLE LIST
INFORMATION**

Names of successful competitors will be merged onto the existing list in order of final scores, regardless of date.

Eligibility expires after 12 months.

**REQUIREMENTS
FOR ADMITTANCE TO
THE EXAMINATION**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidate's possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS****PATTERN I**

One year of experience in the California state service performing the duties of the class of Aging Programs Analyst I, Range C. (Applicants who have completed six months of service performing the duties of an Aging Programs Analyst I, Range C, will be admitted to the examination but they must satisfactorily complete 12 months of experience performing the duties of an Aging Programs Analyst I, Range C, before they can be considered for appointment.)

OR PATTERN II

Experience: 30 months of experience in performing analytical staff work in programs for the elderly. This experience must have included responsibility for defining problems, analyzing facts, and preparing recommendations for action with supporting material.

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Note: The requirement for "Equivalent to graduation from college" means: Bachelor's degree from an accredited college or a letter from the college or university stating the applicant has met all of the academic requirements for graduation.

**SPECIAL PERSONAL
CHARACTERISTICS**

Highly motivated and enthusiastic about working in a team environment and network to improve the lives of older persons and disabled adults.

**EXAMINATION
INFORMATION**

The examination may consist of a qualifying appraisal interview that will include job-related questions taken from the Scope (see page 3) and may include a structured exercise. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. Testing will be conducted as needed. The examination will be held in Sacramento and may include other locations. **Candidates who do not appear for the interview will be disqualified.**

SCOPE**A. Knowledge of:**

1. Principles, practices, policies, and trends of gerontological programs.
2. Planning processes, methods of community organization and advisory committee work, program development, and coordination and linkages between government agencies, private, and non-profit organizations.
3. Principles and practices of public administration.
4. Budgetary preparation and control.
5. Strategic planning methodology.
6. The Older Americans Act and the Older Californian's Act.
7. Grant and program management.
8. Quality improvement principles.

B. Ability to:

1. Plan, organize, develop, direct, and coordinate projects within a team environment.
 2. Analyze program and fiscal data.
 3. Establish and maintain effective working relationships with internal and external customers and co-workers.
 4. Prepare effective written products, e.g., reports, manuals, policies, procedures, regulations, correspondence, memoranda, issue papers, appeals, budget change proposals, bill analyses, request for proposals, etc.
 5. Conduct a variety of administrative activities including consultative services, program planning and development, analysis, monitoring and evaluation.
 6. Conduct research and analysis on aging related issues.
 7. Develop, document, and disseminate standards, policies, and program guidance to AAAs, local service providers, other state agencies, stakeholders, etc.
 8. Research and compose general, and program related correspondence to contractors, service providers, and others as appropriate.
 9. Communicate effectively using customer service principles with both internal and external customers.
 10. Provide information to contractors, elected officials, governmental agencies, service providers and the general public in areas such as compliance with regulations, policies, procedures, standards, and program and aging issues.
 11. Follow procedures that ensure compliance with federal and State requirements.
 12. Plan, develop, and coordinate or deliver training to internal and external customers.
 13. Act in a lead role and/or serve as back up to management to provide training, instruction, and/or guidance to team members in the performance of tasks using various resources, e.g., policies, procedures, laws, and regulations.
 14. Design, develop, and conduct surveys to collect information on programs and services in order to analyze and make recommendations to improve services to older persons and disabled adults.
 15. Use of personal computer and software applications.
 16. Maintain databases.
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VETERANS' PREFERENCE

Veterans' preference credits are not granted in this examination.

CAREER CREDITS

Career credits do not apply.

INQUIRIES ABOUT THIS EXAMINATION

All inquiries about this examination should be directed to Ann Erickson at (916) 322-3218.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

GENERAL INFORMATION

THE CALIFORNIA DEPARTMENT OF AGING (CDA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact The California Department of Aging, Human Resources Section, (916) 322-3218, two weeks after filing his/her application if he/she has not received a notice.

EXAMINATION APPLICATIONS (STD 678) are available at the local office of the California Department of Aging, the State Personnel Board, and on the Internet at www.spb.ca.gov/jobsrd/cfm.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error; he/she will be rescheduled upon written request.

INTERVIEW SCOPE: If an interview is conducted, in addition to the SCOPE described on this bulletin, the Final Rating Panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examination, to include Government Code 18992. These rules may be reviewed at the CDA's Human Resources Section or at the Information Counter of the State Personnel Board.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement

The California Department of Aging does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Steve Abrams, ADA Coordinator for CDA, 1600 K Street, Sacramento, CA 95814, has been designated to coordinate and carry out this department's compliance with the nondiscrimination requirements of Title II of the American with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Coordinator.